Fermilab

Computing Sector

# Project Charter

# Active Archive Facilities Project

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Version 1.0

5/6/14

DocDB #

PREPARED BY:

Steve Jones

CONCURRENCES:

| | | | |
|---|---|---|---|
| Rob Roser (SCD Division Head)<br>Project Sponsor | Date | Lothar Bauerdick (SCD Deputy Division Head) | Date |

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# Charter Revision Log

| Revision | Description | Effective Date |
|---|---|---|
| 0.1 | Initial Draft | 4/28/14 |
| 0.2 | Revisions based on Ruth Pordes inputs | 4/30/14 |
| 1.0 | Finalized by Steering Committee for signature. | 5/5/14 |

# Table of Contents

# 1. Project Purpose/Background

The purpose of this project is to establish an active archival facility at Fermilab. This effort is in support of the ***Strategic Plan for the Scientific Computing Division 2014-2016*** as most recently published in V2.0 by Rob Roser. The second of three long term goals within the plan is to leverage our technological advantages in Data Storage (big networks, huge robotic tape capacity, outstanding caching systems etc.) and our domain expertise in this area to offer a Data Archival Facility for Scientific data. This would require an investment on our part to improve our interfaces to our systems such that they are easy to interact with for non-experts, and that is the purpose of this project.

# 2. Project Scope

Fermilab already has relationships with several external entities for data storage. This project will solidify those relationships and create an archival storage facility for scientific data for experiments and users outside of Fermilab that build on the superb infrastructure that we have. By extending these capabilities and services we can become a world-class provider of archival data storage services.

# 3. Project Objectives

Building upon the current data storage infrastructure and technology available at Fermilab, we are embarking on delivering a service to provide archival storage facilities for external customers of Fermilab. The service will be an extension of existing sytems and software.

The goal is to offer access to external customers to easily store, access and obtain information about data in an archival storage system managed by Fermilab. Requirements will be gathered from existing and known potential customers and extended to create or adapt systems to accomplish this.

# 4. Project Deliverables

- An archival data storage facility will be put in place for external customers.
- File transfer capability will be put in place for external customer needs.
- Scheduled, pre-staged disc caching system will be established to ensure effective multi-user user and transfers and manage bandwidth (if necessary).
- A metadata layer that can be manipulated via APIs will be put in place for use by external customers.
- Monitoring probes for each layer of the storage system (currently Dcache and Enstore) will be put in place to support monitoring for external customer support and use.
- A billing/dashboard interface will be put in place
- Drag and drop file transfer functionality will be enabled for external customers.
- A simple interface layer will exist to access other layers and to facilitate external customer use.
- Policies, costs models and agreements will be in place and signed by Sector and Lab Management.
- An effective customer relationship management process will be in place to delight customers.

# 5. Project Customers

- University or Nebraska (mine documents)
- HACC (under discussion- in progress)
- SNO+ (Sudbury Neutrino Observatory, Ontario)
- Icecube/University of Wisconsin (Madison)
- Stanford University (under discussion- TBD)

- Other external customers yet TBD (experiments and Universities)

# 6. Project Stakeholders

Rob Roser, Lothar Bauerdick, Lab Management

# 7. Project Time Frame

All delieverables in place by 01 June 2015.

# 8. Project Budget

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|---|---|---|---|
| **CS Activity Name:** | SCIENTIFIC DATA STORAGE & ACCESS / Project / Archive Center / | | |
| **FTL Identifier:** | SCIENTIFIC DATA STORAGE & ACCESS / Project / Archive Center / Collaboration<br>SCIENTIFIC DATA STORAGE & ACCESS / Project / Archive Center / Development<br>SCIENTIFIC DATA STORAGE & ACCESS / Project / Archive Center / Management<br>SCIENTIFIC DATA STORAGE & ACCESS / Project / enstore / Archive Facility | | |
| **Task Code:** | 51-51.02.09.07.02 | | |
| | | | |
| | **FY14** | **FY15** | **Total** |
| **Personnel (FTE-yrs)** | 2 | 2 | 4 |
| **M&S ($K)** | | | |

# 9. Project Acceptance Criteria

This project will be considered complete when all deliverables have been created and are in place.

# 10. Project Organization

## 10.1. Project Team

Project Sponsor: Stuart Fuess

Project Manager: Steve Jones

Technical Lead: Gene Oleynik

Service Owner: Gene Oleynik

Project Team: Gene Oleynik (tech lead- 10%), Dmitry Litvintsev (user support- 25%), Tyler Parsons (requirements- 25%), Yujun Wu ( -25%), Andrey Bobyshev (networking- 10%), Marco

Mambelli (dashboarding- 25%), Rianna (communications and web- 10%,) Sean Keefe ( - 10%), Steve Jones (PM- 10%)

Steering Committee: Ruth Pordes (Chair), Jin Chang, Stu Fuess, Lothar Bauerdick, Stan Naymola, xSCS

## 10.2.Responsibilities

The Project Sponsor is responsible for obtaining organizational support and commitment of resources to the project; setting scope and providing guidance to the Project Manager and Technical Lead; and addressing obstacles, issues and concerns.

The Project Manager is responsible for the project achieving its objectives.The Project Manager is primarily responsible for:

- Preparing and maintaining project management artifacts such as the charter, budget, schedule, status reports, and lessons learned.
- Coordinating project work activities
- Monitoring and reporting on progress against plans. This also includes:
    - Developing the project management plan and all related component plans;
    - Keeping the project on track in terms of schedule and budget
    - Managing project scope, including overseeing Project Change Control
    - Identifying, monitoring, and responding to risk
    - Providing accurate and timely reporting of project metrics.
- Non-technical requirements and specifications, and related non-technical documentation
- Non-technical decisions in the project
- Coordinating the development and execution of the Project Communications Plan, in consultation with the Project Sponsor and others as appropriate.
    - In the event of a crisis or other unplanned event (for example, the backing out of a planned change), the Project Manager is responsible for approving all communications messages sent to affected parties, such as stakeholders, customers, users, and project team members.
    - Depending on the severity of the situation, the Project Manager will consult with the Project Sponsor and Technical Lead as appropriate.
    - In the event that the Project Manager is not available to approve communications, responsibility for approving communications will reside with the Project Sponsor or Technical Lead. Delegation of responsibility will be clearly defined by the Project Manager.

The Technical Lead directs the technical work necessary to design, develop, implement, test, and deliver a product, system or service that achieves the project's objectives. The Technical Lead is primarily responsible for:

- Technical requirements, specifications, and design documentation
- Insuring that the technical design meets the technical requirements and specifications
- Service Management topics, including ITSM Service Design and Change Management, working with the service owner.
- Technical decisions in the project
- Directing the technical work performed by the project team

Project Team members are responsible for:

- Reviewing and understanding the tasks assigned to them
- Meeting the due dates of tasks as assigned
- Communicating the status of assigned items
- Communicating any issues that have a potential to impact progress

The Steering Committee is responsible for monitoring the progress of the project; assisting in the resolution of risks, issues and concerns, and providing guidance and advice to the Project Sponsor and Project Manager.

# 11. Project Reports

The Project Manager will report status to the Project Sponsor(s) via monthly written status reports. Status meetings will be arranged on an as-needed basis.

The Project Team will meet on a weekly basis to discuss project status, review progress against milestones and deliverables, and discuss risks, issues and concerns.

The Steering Committee will meet on a bi-weekly basis to review project progress and risks, and address issues and concerns.